

February 2018

## **BISHOP COMMITTEE POSITION DESCRIPTION**

Bishop Committee members are entrusted along with the clergy to provide leadership for the church. Each member serves for three years. Each member is responsible for a commission. Commissions can be shared. Bishop Committee members are encouraged to create committees to help with the execution of their responsibilities. The membership of those committees can include other members of the BC as well as non-BC members. Communication between monthly meetings is primarily by email so members need to have email access. Commission descriptions are reviewed each year at the Bishop Committee retreat.

Monthly Bishop Committee members will:

- Submit a report on the activities of his/her commission to Bishop Committee Clerk's email address three days before the Bishop Committee meeting. (For 2018 the deadline will be noon the Monday before the BC meeting.)
- Attend the Bishop Committee monthly meeting. (For 2018 meetings will be the second Thursday of each month from 6:30 to 8:30pm.)
- Review the monthly financial report with special attention to the funds allotted for his/her commission.
- Write an article on the activities of his/her commission for the Glad Tidings.
- Serve as Bishop Person of the Day on at least one Sunday per quarter.

Annually BC members will:

- Write an annual report based on the activities of his/her commission for the year.
- Attend the annual meeting of the parish.
- Attend the Bishop Committee retreat.

## **COMMISSION DESCRIPTIONS - 2018**

**Stewardship and Finance:** Coordinates the organization of the Time, Talent, and Treasure of the members of the congregation. He/she provides leadership for the annual stewardship drive and oversight of the treasurers. Commissioner – Jim Foley

**Outreach:** Coordinates the sharing of our resources with the greater community through our participation plus distribution of funds. This may involve educating our communicants as to existing needs, how we might best share our resources, and encouraging everyone's involvement. Commissioner - Blaine Morgan

**Welcoming:** Coordinates aspects of how we greet every person to our church, especially inviting, orienting, incorporating and transitioning newcomers to fully active members. We follow up with guests, provide welcome bags, coffee hour, pew cards, greeters and coordinate newcomers' events. Commissioner – Olivia Stalter

**Communications:** Coordinates our internal and external communications; such as publications, flyers, brochures, newsletter, bulletins, internal church publicity, advertising and website.  
Commissioner -Heather Carnocki

*2018 update suggested by Tovi Andrews: To pay attention to the current needs of the Bishop's Committee, and assist with promoting action and advertising. The new church will have differing demands in 2018 and 2019, so keeping the congregation well advised of church news is a priority. Use of flyers, articles, website, phone, and announcements are good pathways to communicate.*

**Hospitality:** In its first year it is being set up to assist St. Antony's with the new church events and situations that require extra planning and ideas. The first two events will be the involvement with the Consecration Service with Bishop Rickel in June 2018, and, to set up and activate the Public Open House in late summer 2018. This Commission is primarily about assisting with events with the public, or groups outside our own church family. This job description is still evolving depending on the needs that arise. Commissioner – Tovi Andrews.

**Faith Formation:** Coordinates all aspects of our formation programs for both children and adults; including Godly Play, Bible Study, Vacation Bible School, and other programs such as Cursillo (a.k.a. Come and See) and Education for Ministry. Works with Vicar to coordinate scheduling of nursery workers. Position vacant.

**Parish Life:** Plans, coordinates and provides information about parish social activities, such as: Neighborhood Ministry Groups, Sonshine Fellowship, Lenten Soup Suppers, Tony's Trekker's, Epiphany potluck, Shrove Tuesday pancake supper, summer picnic, Christmas Cookie Exchange, retreats, and special events. Helps with provision of lay pastoral care through, (1) oversight of the Lay Eucharist Visitor program, and (2) oversight of the Pastoral Care Team, scheduling monthly meetings to respond to pastoral care needs of the congregation (e.g. calls, visits, care cards, meals, transportation). Commissioner – Beth Rohlfing

**Environment:** Coordinates the upkeep of the church facilities and grounds: maintenance, repairs, and cleaning. Procures supplies necessary for these activities, including kitchen and restroom supplies. Researches, solicits, and implements ideas of change to the physical environment which aid in the creation of a loving, welcoming space that is conducive to the personal growth in Christ and opening the congregation to the service of others. Commissioner – David Wilkinson

**New Facilities:** Oversees the construction of the new church building, event shelter and the remodeling of the barn. This includes working with the architect, contractor, plus Kitsap County (regarding necessary permits) and the diocese (regarding funding). Three sub committees report to the chairman (Capital Campaign, Transition, Architect-Design). Commissioner – John Stockwell

**St. Antony's Youth:** Coordinates youth activities, as well as announces diocesan activities such as Junior High Youth Churchmen, High School Youth Churchmen, and Episcopal Youth Churchmen. Vacant position

**Bishop's Warden:** Oversees the smooth operations of the church through regular consultation with the Vicar; awareness of the work of parish commissions and Diocesan events; active participation in church functions; welcoming visitors, making announcements and attendance at

both services on occasion. The Bishop's Warden supports the following commissions/functions that concern administration and organization: Stewardship and Finance, New Facilities, Vicar, and Environment. Commissioner - Sarah Rogers

**Peoples' Warden:** Serves as liaison between congregants, Bishop's Committee, and priest, and addresses concerns and suggestions of parishioners regarding church matters. The Peoples' Warden is responsible for conducting annually the Mutual Ministry Review. The Peoples' Warden also supports the following commissions/functions that concern activities of the congregation and outreach to the greater community: Outreach, Welcoming, Parish Life, Faith Formation, Youth, and Lay Pastoral Care. Commissioner - Heather Carnocki

**Clerk:** Attends Bishop's Committee meetings, special parish meetings, and the annual meeting, and takes the minutes. Collects reports from all Bishop Committee members, the treasurer, the Vicar and emails them to Bishop Committee members before the meeting. Sends out the minutes of each Bishop Committee meeting, including formal minutes, reports, and supplements, to all Bishop Committee members as soon as possible after each Bishop Committee meeting. Prior to the annual meeting, the clerk sends copies of the most recent Bishop Committee monthly reports and the most recent Bishop Committee meeting minutes plus the Bishop Committee job description and commission descriptions to nominees for the Bishop Committee. The clerk has "voice" at the Bishop Committee meetings; however, the clerk is currently a non-voting member of the Bishop Committee. Clerk - Gail Campbell-Ferguson.